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DIVISION OF WORKFORCE DEVELOPMENT

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DWD ISSUANCE 05-03

SUBJECT: Youth Council Tool Kit Resource Guide.

1. Purpose: The Youth Council Tool Kit Resource Guide was developed by subject area experts representing state and local Workforce Investment Act (WIA) systems in conjunction with the United States Department of Labor's Employment and Training Administration, Office of Youth Opportunities, Washington, DC.

2. Substance: Under Section 117 (h) of the WIA there shall be established, as a subgroup within each local board, a youth council appointed by the local board, in corporation with the chief local elected official (CLEO) for the area.

Attached is the Youth Council Tool Kit Resource Guide that will be used by all regions as an implementation and community outreach guide. This Youth Council Tool Kit Resource Guide includes:

- Introduction: Tools to Help Youth Councils Build Effective Operational Youth Service Delivery;
- Key Principles For Effective Youth Councils, Module 1;
- Workplace Template, Module 2;
- Membership Scorecard For Retaining And Sustaining Members, Module 3;
- A Training Quick Start Guide For Youth Council Members, Module 4;
- Implementation Guide: Operational Resources, Module 5; and,
- A Guide To Community Outreach, Module 6.

3. Action: Also, the local Youth Council Resource Guide includes an overview of WIA and more specific information on requirements and options for local youth programs. It is intended for the following audiences:

- Members of local Youth Councils;
- Staff to local Youth Councils;
- Partners or other interested parties working with local Youth Councils;
- Members of local Workforce Investment Boards (WIB); and,
- CLEOs involved in the selection of Youth Council members.

Youth Council Tool Kit Resource Guide must be distributed to Youth Council Chairs in all local WIB Regions and should be used under the auspices of the local WIB.

The Division of Workforce Development (DWD) requires that each local WIB establish a working Youth Council in each region. The Youth Council Tool Kit Resource Guide should be used as a guideline for design or continuous improvement of local Youth Councils.

Each region will be required to conduct (at a minimum) quarterly meetings and prepare a progress report regarding Youth Council activities and an expenditure report, to be signed by the WIB Chair and submitted to the Director of DWD, Rick Beasley, and copied to Randy Cottrell and Pat Thompson-McBride within 15 working days after the end of each quarter.

4. Contact: If you have questions regarding this Issuance please contact Randy Cottrell at (573) 526-8242 or Pat Thompson-McBride at (573) 526-8250.
5. Reference: Section 117 (h) of the WIA

Rick Beasley, Director

RB/PM/LW

Attachment

- c: DWD Admin Group
- DWD Central Office Managers
- DWD Regional Managers
- WIB Chairs
- WIB Contacts